	<b>SYLVANIA FIRE-EMS POLICIES</b>			
	<b>POLICY NO.</b> 2011-001	<b>SECTION:</b> <b>RECRUITMENT &amp; HIRING</b>		<b>NUMBER OF PAGES: 21</b>
	<b>SUBJECT:</b>	<b>HIRING POLICY</b>		
	<b>ISSUE DATE:</b> 5/13/2011	<b>REVIEW DATE:</b> 1/18/2023	<b>CHIEF APPROVAL:</b> <b>MICHAEL J. RAMM</b>	<b>REVISION DATES:</b> 1/18/2022, 4/20/2021, 10/6/2020, 5/23/2017, 6/1/2015, 2/28/2013, 5/13/2011

## I. PURPOSE

The purpose of this policy is to establish the recruiting, selection & hiring processes utilized by Sylvania Fire-EMS for the position of Firefighter/Paramedic.

## II. BACKGROUND

Sylvania Fire-EMS is an “all hazards” emergency response agency which provides protection to both Sylvania Township & the City of Sylvania, representing approximately 28 square miles and a combined population of approximately 48,500 residents.

The department responds to approximately 7,000 emergencies annually from four fire stations located in both Sylvania Township and the City of Sylvania. Sylvania Fire-EMS is a career-oriented fire and emergency services department that currently provides services to the greater Sylvania community with sixty-six line personnel, one Training Captain, one Fire Marshal, three Battalion Chiefs, one Assistant Chief, one Chief, two civilian Fire Safety Inspectors and three Administrative Assistants.

## III. OBJECTIVES

Sylvania Fire-EMS believes that hiring qualified individuals to fill positions contributes to the overall success of our department. Each employee is hired to make significant contributions to Sylvania Fire-EMS.

Sylvania Township is committed to a policy of equal employment opportunity for all individuals and will provide equal employment opportunity while fully complying with all applicable federal, state and local laws, rules and regulations prohibiting discrimination, including but not limited to, on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, genetic information, religion, age, disability, veteran status, military status and any other considerations protected by federal, state or local laws. Equal Employment Opportunity applies to all personnel practices, including, but not limited to, recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities. A copy of Sylvania Township’s Equal Employment Opportunity Policy is attached as Exhibit A.

Sylvania Fire-EMS may utilize outside agencies to administer and evaluate the entry level examination, the Firefighter Mile, the background investigation, the physical examination, the psychological examination, interviews and recruit training.

#### IV. HIRING PHASES

Hiring of any firefighter/paramedic shall consist of five (5) phases as follows:

- Recruitment
- Eligibility, Registration & Testing
- Chiefs' & Human Resources Officer's Interview & Background Investigation
- Chief's Recommendation for Conditional Offer of Employment
- Recruit Training and One Year Probation

#### V. RECRUITMENT PHASE

When there is a need to fill a position within the department, Sylvania Fire-EMS's recruitment efforts will typically be conducted by the Fire Department Administrative Staff in coordination with the Chief or an authorized designee.

Sylvania Fire-EMS will maintain an ongoing applicant list for entry level applicants through National Testing Network, Inc. Sylvania Fire-EMS will also maintain an ongoing applicant list for lateral entry applicants in their administrative offices.

Once the need to fill firefighter/paramedic positions within the department has been identified, Sylvania Fire-EMS will advertise in local and area newspapers, and other media as deemed appropriate, and shall post the advertisement on the Sylvania Township website for a period of, at least, thirty (30) days. This should allow current entry level applicants time to be sure their tests with NTN are within acceptable guidelines and have not expired, thus removing them from our continuous applicant list. This time period will also allow lateral entry applicants an opportunity to update their qualifications with our administrative staff.

Efforts of the Chief and Fire Department Administration will employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of applicants. This strategy may include:

- Use of marketing strategies to target diverse applicant pools.
- Expanded use of technology and maintenance of a strong internet presence. This may include an interactive fire department website and the use of fire department managed social networking sites.
- Expanded outreach through partnerships with media, community groups, citizen academies, high schools, local colleges, universities and the military.
- Consideration of shared or collaborative regional testing processes.

Sylvania Fire-EMS will make every effort to avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

Sylvania Fire-EMS will strive to facilitate and expedite the screening and testing process and may periodically inform each applicant of his/her status in the recruitment process.

## VI. ELIGIBILITY, REGISTRATION & TESTING PHASE

### Eligibility

All applicants for employment with Sylvania Fire-EMS must meet the following pre-employment requirements:

1. **Employment Eligibility** – All applicants must be legally authorized for employment in the United States at the time of employment.
2. **Application** - All applicants must complete a Sylvania Fire-EMS application.
3. **Age** – All applicants must be at least eighteen (18) years of age at the time of registration and less than forty-one (41) years of age at the time of employment.
4. **Education** – All applicants must have a high school diploma or a high school General Education Development (GED) certificate. Copies of diplomas or certified copies of school transcripts will need to be submitted during the eligibility verification process.
5. **Driver's License** – All applicants must have a current, valid driver's license at the time of registration. If appointed, this license must be maintained for the duration of their employment.
6. **State of Ohio Certification** – Applicants eligible for employment must possess, at a minimum, a current State of Ohio Paramedic certification or a current National Registry Paramedic certification at the time of registration. Applicants will be required to have a current State of Ohio Paramedic certification at the time of appointment.

Ohio Fire Academy, or another academy structured Firefighter II certification is preferred. Applicants eligible for employment who do not possess Ohio Fire Academy, or another academy structured Firefighter II certification, at the time of appointment, will be required to obtain this certification within one year of their appointment.

Successful applicants for employment will be required to maintain their State of Ohio Paramedic certification through the rank of Captain, or as designated by the Chief, and their State of Ohio Firefighter II certification for the duration of their employment.

7. **English Language** – All applicants must be able to read, write, speak, understand and otherwise communicate fluently in the English language.
8. **Tobacco Products** – Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, increased medical costs, and safety factors, it shall be the policy of Sylvania Township to provide a tobacco free environment for all employees and visitors. The smoking of any tobacco product, the use of "spit" tobacco and any form of smokeless tobacco is prohibited as a condition of employment with Sylvania Township. A copy of Sylvania Township's Tobacco Free Workplace Policy is attached as Exhibit B.

## Registration

Dependent upon the applicant's qualifications and current employment status, eligible applicants will be designated as either an **Entry Level Firefighter/Paramedic Applicant** or a **Lateral Entry Firefighter/Paramedic Applicant** as follows:

### Entry Level Registration

Sylvania Fire-EMS offers registration and full examination services for the position of firefighter/paramedic through National Testing Network, Inc. (NTN). To complete an application, visit [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select Firefighter Jobs and sign up for Sylvania Fire-EMS. A registration fee will be collected at the time of registration. **Sylvania Fire-EMS is partnering with NTN to provide a Fee Waiver Program for those applicants that can show proof of financial hardship. Information for this program is provided during the registration process.**

In order to be considered for entry level appointment, applicants must meet the following criteria:

\* All entry level applicants must possess, at a minimum, a current State of Ohio Paramedic certification or a current National Registry Paramedic certification at the time of registration. Entry Level Firefighter/Paramedic Applicants will be required to have a current State of Ohio Paramedic certification at the time of appointment.

\* It is preferred that all Entry Level Firefighter/Paramedic Applicants have Ohio Fire Academy, or another academy structured Firefighter II certification at the time of registration. Entry Level Applicants who do not possess Ohio Fire Academy, or another academy structured Firefighter II certification, at the time of appointment will be required to obtain this certification within one year of their appointment.

### Lateral Entry Registration

Sylvania Fire-EMS offers lateral entry registration through our administrative offices. Applications can be found on our website, [www.sylvaniatownship.com/departments/admin/fire-aboutus/employment](http://www.sylvaniatownship.com/departments/admin/fire-aboutus/employment). Completed applications should be mailed to our administrative offices at 8210 Sylvania Avenue, Sylvania, Ohio 43560, or e-mailed to [jhoward@sylvaniatownshipfire.com](mailto:jhoward@sylvaniatownshipfire.com).

In order to be considered for lateral entry appointment, applicants must meet the following criteria:

\* All lateral entry applicants must be currently employed as a full-time firefighter/paramedic by a federal, state, county or municipal fire/EMS department or hold an equivalent position in the United States military; **OR**

\* All lateral entry applicants must have been a former full-time firefighter/paramedic who separated (within the last twelve (12) months) from full-time employment as a result of lay-off by a federal, state, county or municipal fire/EMS department, **WITH**

\* A minimum of twenty-four (24) months of consecutive firefighter/paramedic experience while employed full-time by a federal, state, county or municipal fire/EMS department or held an equivalent position in the United States military. \*Fire Academy training does not count toward the "Twenty-four (24) months of consecutive firefighter/paramedic experience while employed full-time" requirement.

\* All lateral entry applicants must possess, at a minimum, a current State of Ohio Paramedic certification or a current National Registry Paramedic certification at the time of registration. Lateral entry applicants will be required to have State of Ohio Paramedic certification at the time of appointment.

\* All lateral entry applicants must possess, at a minimum, current Firefighter II certification at the time of registration. Lateral entry applicants that do not have Ohio Fire Academy, or another academy structured Firefighter II certification, at the time of appointment will be required to complete Ohio Fire Academy Firefighter II certification within one year of appointment.

## Testing

### Entry Level Testing

All entry level applicants for employment with Sylvania Fire-EMS are required to complete the FireTeam Entry Level test through National Testing Network, Inc. Sylvania Fire-EMS will accept National Testing Network, Inc. FireTEAM test results that are not more than one year prior to the currently posted submission deadline date.

National Testing Network, Inc. is a service provider that conducts entry level examinations in a standardized, professional environment. National Testing Network, Inc. does not replace Sylvania Fire-EMS's responsibility and decision making in the examination process. All applicant results are provided to Sylvania Fire-EMS where the final decisions are made.

**What to expect at the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:**

- Initiation of the applicant process.
- A summary of all information related to Sylvania Fire-EMS's Firefighter/Paramedic position, including minimum requirements, salary and benefits.
- Detailed information about the examination process for the entry level examination.
- An opportunity to take online practice exams at [www.fireteamtest.com](http://www.fireteamtest.com).
- The opportunity to schedule your own examination time that is convenient for you. (Exams are offered multiple times a week, including Saturdays).
- An opportunity to take high quality job simulation exams in a standardized, fair testing environment.

Upon completion of the entry level examination, all applicant scores are automatically forwarded to Sylvania Fire-EMS.

### Firefighter Mile Testing

All entry level applicants for employment with Sylvania Fire-EMS are required to complete the Firefighter Mile test through National Testing Network, Inc.

National Testing Network, Inc. provides convenient, professional administration of its proprietary firefighter physical ability test, the Firefighter Mile, which serves as an alternative to the CPAT. Results are available for verification by any Network department via an applicant printed letter. Each Firefighter Mile registration includes one orientation session, which may last between thirty (30) minutes and one (1) hour.

A fee will be collected for the administration of the Firefighter Mile test. **Sylvania Fire-EMS is partnering with NTN to provide a Fee Waiver Program for those applicants that can show proof of financial hardship. Information for this program is provided during the registration process.**

Sylvania Fire-EMS will accept National Testing Network, Inc. Firefighter Mile results that are not more than one year prior to the currently posted submission deadline date. **IF YOU HAVE COMPLETED THE FIREFIGHTER MILE AT A TESTING CENTER OTHER THAN NTN, you must contact Sylvania Fire-EMS to confirm that we will accept your Firefighter Mile results.**

### Eligibility Lists

#### Entry Level Eligibility List

Those applicants who successfully complete the eligibility, registration and testing portion of this phase in the hiring process will be placed on an eligibility list.

When Sylvania Fire-EMS identifies a need to fill a position within the department, we will set a deadline for the eligibility list. Applicants whose test scores are not more than one year prior to this deadline will be eligible for consideration. It is incumbent upon the applicant to be sure their test results are current each month to avoid being excluded.

Sylvania Fire-EMS will contact applicants on the eligibility list to invite them to continue to participate in the other phases of the department hiring process as needed.

Entry Level applicants who have successfully completed the Recruitment, Eligibility, Registration and Testing Phases of the hiring process, may have points added to their **passing** FireTEAM Entry Level examination score as follows:

- One (1) point for the successful completion of an NFPA based Firefighter II certification training program;
- One (1) point for the successful completion of an Associate's degree in Fire Science, Emergency Medical Management or a related field or two (2) points for the completion of a Bachelor's degree in Fire Science, Emergency Medical Management or a related field, for a maximum of two (2) points.
- One (1) point for honorable military service (military discharge documentation (DD-214) must be submitted).

#### Lateral Entry Eligibility List

Those applicants who have submitted an application and meet the criteria for lateral entry employment will be placed on an eligibility list.

When Sylvania Fire-EMS identifies a need to fill a position within the department, we will contact applicants on the eligibility list to invite them to continue to participate in the other phases of the department hiring process as needed.

Lateral Entry Applicants who have successfully completed the Recruitment and Eligibility, Registration Phases of the hiring process, may be ranked by receiving points for the following:

- One (1) point for the successful completion of an NFPA based Firefighter II certification training program.
- One (1) point for the successful completion of an Associate's degree in Fire Science, Emergency Medical Management or a related field or two (2) points for the completion of a Bachelor's degree in Fire Science, Emergency Medical Management or a related field, for a maximum of two (2) points.
- One (1) point for honorable military service (military discharge documentation (DD-214) must be submitted).
- One (1) point for every three (3) years of full-time service at their most recent employer for a maximum of three (3) points.

**\*\* When possible, an equal number of applicants will be selected from each eligibility list. \*\***

All applicants on the Eligibility Lists are encouraged to notify Sylvania Fire-EMS of any changes in certification and education status that may further qualify the applicant for employment.

## **VII. CHIEFS' & HUMAN RESOURCES OFFICER'S INTERVIEW & BACKGROUND INVESTIGATION PHASE**

### Chiefs' & Human Resources Officer's Interview

Applicants who have successfully completed the first two phases of the hiring process must participate in an oral interview consistent with Sylvania Fire-EMS's Interview Committee & Interview Scoring Policy (attached Exhibit C). The board shall consist of personnel designated by the Chief and the Human Resources Officer. The interview committee will utilize the same criteria of questioning for all applicants as follows:

Rating Criteria – All questions will be job-related interview questions deemed essential for the job. Deriving questions from an analysis of the job will ensure that the interview neither includes irrelevant information nor excludes relevant information.

- Factor 1: Experience
- Factor 2: Problem-Solving
- Factor 3: Communications Skills
- Factor 4: Interest/Motivation
- Factor 5: Interpersonal Skills/Suitability

### Factor 6: Community Involvement/Awareness

Rating Scale – Each candidate will receive a separate factor rating from each interview panel member. Based on the below 7-point scale, an average score of “3” would constitute a minimum passing score for each factor.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Not Qualified		Qualified			Highly Qualified	

Questions – The goal of the interview questions is to provide sufficient information to permit reliable and valid evaluation of the applicants.

- Follow-up questions are permissible and will vary depending upon each applicant’s responses to the standard set of questions. Follow-up questions can serve three important functions: *Clarification, Elaboration and Verification*.
- During the interview, committee members will make notes regarding the applicant’s response.
- The interview committee will use a prepared, standard set of questions.

#### Background Investigation

When a vacancy occurs in the department, the chief shall select the applicants he deems most appropriate from the Eligibility Lists to undergo a comprehensive background investigation.

The background investigation may include the following:

- a) Social Security verification
- b) Criminal history
- c) Driver’s history
- d) Civil records search
- e) Professional license search
- f) Education verification
- g) Employment verification
- h) Professional references verification
- i) Review of social media accounts
- j) Registered sex offender search
- k) The Office of Inspector General’s List of Excluded Individuals/Entities (LEIE) search

A satisfactory background investigation is a mandatory prerequisite for appointment. Background investigations shall be conducted in accordance with the Sylvania Fire-EMS Background Investigation Policy (Attached Exhibit D).

## VIII. CHIEF’S RECOMMENDATION FOR CONDITIONAL OFFER OF EMPLOYMENT

#### Chief’s Recommendation



The chief shall select the applicant deemed most appropriate from the list of interviewees to fill any available positions. The chief shall recommend a Conditional Offer of Employment to the Sylvania Township Board of Trustees, subject to the following conditions:

1. Negative drug, alcohol & nicotine drug tests;
2. Satisfactory physical examination;
3. Satisfactory psychological evaluation and interview;
4. Execution of the Sylvania Fire-EMS Pre-Employment Agreement for Full-Time Firefighter/Paramedic (Attached Exhibit E);
5. If needed, satisfactory completion of Ohio Fire Academy Firefighter II certification within one year of appointment.
6. Successful completion of Sylvania Fire-EMS Recruit Training as identified by the Chief and Training Captain.
7. Observance of a one-year probationary period, which may be extended by mutual agreement of the Chief and International Association of Firefighters Local No. 2243, per Article 16 of the "Agreement Between Sylvania Township Board of Trustees and International Association of Firefighters Local No. 2243."

#### Drug, Alcohol & Nicotine Testing

Upon approval of the Township Board of Trustees, the applicant will be required to submit to drug, alcohol & nicotine testing and must obtain negative results in order to continue with the Physical Examination & Psychological Examination & Interview.

#### Physical Examination

Upon confirmation of negative drug, alcohol & nicotine test results, the applicant may be scheduled for a physical examination, which will meet the requirements outlined in NFPA 1582, *Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians*, current edition. Applicants that do not return to the designated physical exam facility to have any needed tests read or completed will be responsible for the costs involved in retesting.

#### Psychological Examination & Interview

Upon confirmation of negative drug, alcohol & nicotine test results, the applicant may be scheduled for a psychological examination & interview, which will meet the requirements outlined in NFPA 1582, *Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians*, current edition.

### **IX. RECRUIT TRAINING AND ONE YEAR PROBATIONARY PERIOD**

After successful completion of the drug, alcohol & nicotine testing, the physical examination and the psychological examination & interview, the applicant shall be hired as a probationary employee of Sylvania Township, Lucas County, Ohio as a member of Sylvania Fire-EMS.

Entry Level Applicants will be hired as a Step 1 Firefighter/Paramedic.

Lateral Entry Applicants will be hired as follows:

Months of Consecutive Service	Enters The Pay Scale At
24	Step 2P
36 or more	Step 3P

### Recruit Training

Newly appointed employees will move forward in two different paths as determined by their existing State of Ohio Certifications.

- If the newly appointed full-time employee has Ohio Fire Academy, or another academy structured Firefighter II certification, he/she will complete a Sylvania Fire-EMS recruit training process as outlined by the Chief and Training Captain.
- If the newly appointed full-time employee does not have Ohio Fire Academy, or another academy structured Firefighter II certification, he/she will attend NFPA based Firefighter II training and then complete a Sylvania Fire-EMS recruit training process as outlined by the Chief and Training Captain.

### One Year Probationary Period

The newly appointed employee will remain on probationary status for a period of one (1) year after the date of hire or after becoming certified as a firefighter pursuant to law, whichever is later, and will be subject to all rules and regulations of Sylvania Fire-EMS and the Township of Sylvania, Ohio. All newly appointed employees will be required to successfully complete the training curriculum within their probationary period. The probationary period may be extended by mutual agreement of the Sylvania Fire-EMS Chief and the International Association of Firefighters Local 2243, per Article 16 of the "Agreement Between Sylvania Township Board of Trustees and International Association of Firefighters Local No. 2243."

EXHIBIT A

<b>SYLVANIA TOWNSHIP</b>		<b>Number</b>
<b>EQUAL EMPLOYMENT OPPORTUNITY POLICY</b>		
<b>1<sup>st</sup> Revision: 4-3-12</b> <b>2<sup>nd</sup> Revision: 5-18-21</b> <b>Resolution Number: 21-079</b> <b>Date Effective: 5-18-21</b>	<b>Date Distributed:</b> <b>Admin. 5-19-21</b> <b>Police 5-19-21</b> <b>Fire 5-19-21</b> <b>Road 5-19-21</b>	<b>08-A-106</b>

The Township is committed to a policy of equal employment opportunity for all individuals and will provide equal employment opportunity without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status or any other classification protected by federal, state, or local law. Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

The Township will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Discrimination in the workplace based upon membership in any protected classification is illegal and violates Township policy. If you feel you have been the subject of discrimination or if you are aware of any violation of this policy, you should report it to your immediate supervisor and/or Human Resources. All complaints will be investigated and a response given to the complainant as soon as practicable. If the complainant is not satisfied with the initial response, he/she may file a complaint with the Township Administrator. An applicant or employee can also contact the Ohio Civil Rights Commission ([www.crc.ohio.gov](http://www.crc.ohio.gov)) and / or the Equal Employment Opportunity Commission ([www.eeoc.gov](http://www.eeoc.gov)).

Any employee who has been found to have violated this policy shall be subject to disciplinary action up to and including discharge. Retaliation against an employee, job applicant, or other person for reporting a complaint under this policy shall not be tolerated, and any employee retaliating against a job applicant, etc. for reporting a complaint under this policy shall be subject to disciplinary action up to and including discharge.

EXHIBIT B

<b>SYLVANIA TOWNSHIP</b>		<b>Number</b>
<b>TOBACCO FREE WORKPLACE POLICY</b>		
<b>Date Amended: 4-17-12</b>	<b>Date Distributed: Admin. 4-18-2012</b>	<b>06-A-176</b>
<b>Resolution Number: 12-057</b>	<b>Police 4-18-2012</b>	
<b>Date Effective: 11-1-2012</b>	<b>Fire 4-18-2012</b>	
	<b>Road 4-18-2012</b>	


Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, increased medical costs, and safety factors, it shall be the policy of Sylvania Township to provide a tobacco free environment for all employees and visitors.

This policy covers the smoking of any tobacco product, the use of "spit" tobacco, and any form of smokeless tobacco. This policy applies to both employees and visitors of Sylvania Township.

- There shall be no smoking or use of tobacco products as defined above, within any Township facility, including leased premises, grounds, and parking areas at any time. Grounds shall be defined as the area from the roadway to the building, including sidewalks.
- There shall be no designated smoking areas outside Township buildings.
- There shall be no use of tobacco products in a Township owned vehicle at any time. Employees are prohibited from use of tobacco products in their own personal vehicles while on Township property.
- The Township will not offer employment to tobacco users.
- Employees shall be informed of this policy through signs posted within the facility, the policy manual, and orientation of new employees. Visitors will be informed of this policy through signs posted and or explanation from the visitor's host.
- Sylvania Township will assist employees who wish to quit the use of tobacco products by providing smoking cessation programs and tobacco cessation drugs under the Township's Health Care Program.

New employees hired on or after the effective date of this policy shall be subject to testing for the presence of nicotine during their probationary period. Refusal to participate in the test will be considered a positive test. Positive test results will subject the employee to termination.

**EXHIBIT C**

	<b>SYLVANIA FIRE-EMS POLICIES</b>			
	<b>POLICY NO. 2020-002</b>	<b>SECTION: RECRUITMENT &amp; HIRING</b>		<b>NUMBER OF PAGES: 5</b>
	<b>SUBJECT:</b>	<b>INTERVIEW COMMITTEE &amp; INTERVIEW SCORING POLICY</b>		
	<b>ISSUE DATE: 10/6/2020</b>	<b>REVIEW DATE: 1/18/2023</b>	<b>CHIEF APPROVAL: MICHAEL J. RAMM</b>	<b>REVISION DATES: 1/18/2022</b>

**I. PURPOSE**

The purpose of this policy is to establish the interview committee & interview scoring procedures utilized by Sylvania Fire-EMS for firefighter/paramedic recruitment.

**II. BACKGROUND**

Sylvania Fire-EMS wishes to establish guidelines for the Chiefs' & Human Resources Officer's Interview portion of the Chiefs' & Human Resources Officer's Interview & Background Investigation Phase of the department's Hiring Policy.

Sylvania Fire-EMS is constantly striving to improve our hiring process in order to hire qualified individuals to fill positions within the department. With this in mind, we will regularly evaluate our policies and procedures in order to maintain compliance with applicable federal, state and local laws, rules and regulations in order to create a nondiscriminatory environment for applicants.

**III. OBJECTIVES**

Sylvania Fire-EMS recognizes that very little time is spent with applicants before an offer of employment is made. With that in mind, the interview process is one of several effective processes of determining which applicants have the attributes we are looking for in the firefighter/paramedics we offer employment to.

This policy will provide practical information on how the structured interview will be conducted. Effective training of the interview committee will increase the validity and reliability of the interview process. Following specific procedures will allow the interview committee members to evaluate an applicant from a common reference point.

Sylvania Township is committed to a policy of equal employment opportunity for all individuals and will provide equal employment opportunity while fully complying with all applicable federal, state or local laws. Information discovered through the Chiefs' & Human Resources Officer's Interview process will be solely for the purpose of evaluating an applicant's suitability for employment and will not be used to discriminate against an applicant on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, genetic information, religion, age, disability, veteran status, military status, and any other considerations protected by federal, state or local laws. Equal Employment Opportunity applies to all personnel practices, including, but not limited to, recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.



Committee members should not let personal biases influence their rating, or recommend applicants who are not able to perform the necessary functions of the job.

#### IV. SCOPE

All applicants for employment shall be asked to submit to an oral interview known as the Chiefs' and Human Resources Officer's Interview.

Members of the interview committee will include the Chief of the department, Sylvania Township's Human Resources Officer, or his/her designee, and not more than three (3) additional personnel the Chief designates for the process.

This five-member interview committee will use a pre-defined list of structured interview questions in an effort to improve the reliability, validity and overall effectiveness of the interview process.

Structured interviews use multiple mechanisms, such as questions based on job analysis, detailed rating scales and trained interviewers to produce a more job related and systematic interview. It requires careful preparation at all stages of the interview process in order to provide a valid, defensible, and unbiased hiring decision.

The importance of job-related interview questions cannot be overemphasized. Basing all questions on factors deemed essential for the job is the single most important improvement that can be made in the interview process. Deriving questions from an analysis of the job description will ensure that the interview neither includes irrelevant information, nor excludes relevant information.

#### V. PROCEDURES

##### Invitation to Participate in Chiefs' & Human Resources Officer's Interview

When the Sylvania Fire-EMS Chief deems it necessary to interview applicants for vacated firefighter/paramedic positions within the fire department, any applicants who have successfully completed the first two phases of the department's hiring process may be invited to participate in an oral interview.

The Chief, at his/her discretion, shall identify applicants from the current Eligibility Lists based on a combination of their entry level examination points (including any additional points earned) past experiences, training and current readiness for employment.

Once identified, applicants will be invited to sit for an oral interview, which may be conducted virtually, with the interview committee.

##### Interview Committee

The Interview Committee will be comprised of the Sylvania Fire-EMS Chief, Sylvania Township's Human Resources Officer, or his/her designee, and not more than three additional individuals as designated by the Chief.

Any individuals identified to participate in the interview process, as an Interview Committee member, must first complete a training exercise before being permitted to interview applicants for the position of firefighter/paramedic.

Interview Committee members should participate in continuing education on an annual basis. The type of continuing education required will be determined by the Chief and Training Captain.

### Interview & Interview Scoring

The interview shall consist of structured interview questions covering operational scenarios that include the following six factors:

- Factor 1: Experience
- Factor 2: Problem Solving Ability
- Factor 3: Communication Skills
- Factor 4: Interest/Motivation
- Factor 5: Interpersonal Skills and
- Factor 6: Community Involvement/Awareness

These factors were chosen for their relevance and importance to the core job, as well as their ability to be assessed in an interview.

The comprehensiveness, reliability and validity of the interview is a direct function of its length. Interviews that are too short fail to provide sufficient time to assess the applicant. Short interviews can also leave the applicant feeling shortchanged and frustrated by their inability to provide a complete picture of their qualifications and capabilities. Rushing through an interview can also take its toll on interview committee members who feel pressure to take shortcuts that could jeopardize the validity of the process and resulting evaluations. To be comprehensive, an interview should last at least 15-20 minutes.

The Interview Committee's objective is to explore the same areas of qualification with each applicant. The committee will utilize a list of specific questions. Additional questions may be asked as a follow-up to volunteered information from the applicant. The list of specific questions should be printed or documented on the Scoring/Rating Sheet.

Interview Committee members should take regular and detailed notes during each interview. Their notes should summarize the content and delivery of the applicant's answers, document the applicant's body language and other non-verbal factors, as well as their grammar, be of sufficient quality and quantity to document the committee member's reasoning for each rating, serve as documentation to support the committee's decision and should be taken discreetly to avoid distracting the applicant and other committee members.

Interview Committee members shall utilize a rating sheet and scoring rubric to standardize the recording of information collected during the interview and to aid in rating and comparing

applicants. Committee members should take notes regarding an applicant’s comments on each question as it is answered and either during the interview or immediately after, score each question. The interview committee will utilize the same criteria of questioning and scoring for all applicants as follows:

Rating Criteria – All questions will be job-related interview questions deemed essential for the job. Deriving questions from an analysis of the job will ensure that the interview neither includes irrelevant information nor excludes relevant information.

- Factor 1: Experience
- Factor 2: Problem-Solving
- Factor 3: Communications Skills
- Factor 4: Interest/Motivation
- Factor 5: Interpersonal Skills/Suitability
- Factor 6: Community Involvement/Awareness

Rating Scale – Each candidate will receive a separate factor rating from each interview panel member. Based on the below 7-point scale, an average score of “3” would constitute a minimum passing score for each factor.

1	2	3	4	5	6	7
Not Qualified		Qualified			Highly Qualified	

Questions – The goal of the interview questions is to provide sufficient information to permit reliable and valid evaluation of the applicants.

- Follow-up questions are permissible and will vary depending upon each applicant’s responses to the standard set of questions. Follow-up questions can serve three important functions: *Clarification, Elaboration and Verification.*
- During the interview, the interviewer(s) will make notes regarding the applicant’s response.
- The Interview Committee will use a prepared, standard set of questions.
- Each interviewer will rate the candidate for each question. The highest and lowest rating for each question will be dropped before averaging the remaining ratings to obtain a final, overall score for the interview.

The Interview Committee shall give themselves approximately fifteen (15) minutes after each interview before beginning the next interview. This will give the members time to review their individual ratings, as a group, and make sure that there is a general consensus on each question. If committee members find that there is not a general consensus on a question, they should discuss the reasons for their ratings and attempt to reach a consensus.


Interview Committee members should control the interview. They should not accept vague answers or move on to the next question until enough information has been collected to evaluate the applicant’s competency in that area. When needed, committee members should use polite interruptions to bring an applicant back to a relevant topic or to a pertinent conclusion.



The applicant should be given an opportunity, before the interview concludes, to discuss the job with the committee members. This is also an opportunity for committee members to explain the notification process and "next steps".

Any personnel that participate in interview process should, at all times, maintain the confidentiality of the applicant pool and the interview/hiring process. This means that every aspect of the process should only be discussed with those directly involved in the interviewing/hiring process. Confidentiality is needed to maintain the integrity of the process, as well as to maintain the privacy of the applicants.

**EXHIBIT D**

	<b>SYLVANIA FIRE-EMS POLICIES</b>			
	<b>POLICY NO. 2015-002</b>	<b>SECTION: RECRUITMENT &amp; HIRING</b>		
	<b>SUBJECT:</b>	<b>BACKGROUND INVESTIGATION POLICY</b>		
	<b>ISSUE DATE: 10/20/2015</b>	<b>REVIEW DATE: 1/18/2023</b>	<b>CHIEF APPROVAL: MICHAEL J. RAMM</b>	<b>REVISION DATES: 1/18/2022, 10/6/2020, 8/7/2018, 6/6/2017</b>

**I. PURPOSE**

The purpose of this policy is to establish the background investigation procedures utilized by Sylvania Fire-EMS for firefighter/paramedic recruitment.

**II. BACKGROUND**

Sylvania Fire-EMS originally adopted a Background Investigation Policy on October 20, 2015, with an amendment on June 6, 2017, in order to improve compliance with state and federal law, including the requirements of the Fair Credit Reporting Act ("FCRA").

Sylvania Fire-EMS is constantly striving to improve our hiring process in order to hire qualified individuals to fill positions within the department. With this in mind, we will regularly evaluate our procedures in order to maintain compliance with applicable federal, state and local laws, rules and regulations in order to create a nondiscriminatory environment for applicants.

**III. OBJECTIVES**

Sylvania Fire-EMS recognizes that the reputation of our organization for honest and quality service depends upon the personal integrity, good judgement and common sense of our personnel. To maintain that reputation all personnel will be subject to a reasonable and prudent background investigation, including a reference check.

Information discovered through the background investigation process will be solely for the purpose of evaluating an applicant's suitability for employment and will not be used to discriminate against an applicant on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status. Equal Employment Opportunity applies to all personnel practices, including, but not limited to, recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

Sylvania Fire-EMS may utilize outside agencies to administer and evaluate the background investigation.

**IV. SCOPE**

All applicants for employment shall be asked to submit to a comprehensive background investigation, which may include any of the following: Social Security verification, criminal history, driver's history, civil records search, professional license search, education verification,

employment verification, professional reference check, review of social media accounts, registered sex offender search, and the Office of Inspector General's List of Excluded Individuals/Entities (LEIE) search.

Applicants will be required to disclose any criminal conviction (as defined by 42 U.S.C. 1320a-7(i) and state law), and any action taken by the government to exclude the individual from participation in federal health care programs. Applicants who have been recently convicted of a criminal offense related to health care or who are listed as debarred, excluded or otherwise ineligible for participation in federal healthcare programs (as defined by 42 U.S.C. 1320a-7b(f)) may not be considered for employment.

Applicants will also be required to disclose any conviction of a felony within the past five years, any conviction of a misdemeanor within the past two years, or if they are presently, formally charged with committing a criminal offense.

A criminal records check includes obtaining fingerprint impressions and forwarding them to the superintendent of the Bureau of Criminal Identification & Investigation (BCII) at the time the criminal records check is requested. The superintendent of BCII will also be asked to obtain information from the Federal Bureau of Investigation (FBI) as a part of the criminal records check. If an applicant fails to provide the requested fingerprint impressions he/she shall not be appointed or employed as a permanent full-time firefighter/paramedic for Sylvania Fire-EMS.

A driver's history shall be conducted on applicants whose job duties and responsibilities require a valid operator's license for the individual to operate Sylvania Township owned property. This check will be done by name and driver's license number through the Bureau of Motor Vehicles or other Sylvania Township approved method.

## V. PROCEDURES

### Invitation to Complete Background Investigation

The applicant will receive an invitation to complete a background investigation, **which will contain an expiration date**, that includes instructions for completing this procedure.

This process will include completing Disclosure and Authorization forms as needed and being fingerprinted for BCII & FBI criminal records searches.

### Review of Records

All background investigation requests will be individually assessed by the Lucas County Prosecutor's Office, as Sylvania Township's Law Director, by the process outlined below, but only when an applicant has been determined to be a finalist for employment.

The background investigation documentation shall be reviewed by the Lucas County Prosecutor's Office. Further, the information obtained through the background investigation shall not be shared with Sylvania Township's Human Resources Department, or the Department Director/Manager conducting the hiring process unless deemed necessary by the Prosecutor's

Office. All records shall be maintained by the Prosecutor's Office in a confidential, secure manner.

If the background investigation reveals a conviction or adverse conduct, the Prosecutor's Office shall review:

- The nature and gravity of the offense or conduct;
- The time that has passed since the offense, conduct, and/or completion of the sentence; and
- The nature of the job sought to determine if the conviction would preclude the candidate's employment with Sylvania Township.

This individualized assessment includes providing the candidate with an opportunity to respond and present the following on his or her behalf:

- Information that he/she was not correctly identified in the criminal record, or that the record is otherwise inaccurate;
- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- The applicant's age at the time of adverse conduct, conviction, or release from prison;
- Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents or criminal conduct;
- Rehabilitation efforts (i.e. education/training);
- Employment or character references and any other information regarding fitness for the particular position; and
- Whether the individual is bonded under a federal, state or local bonding program.

The applicant shall be given ten (10) working days to provide this additional information to the Law Director. The Law Director will consider the information provided in mitigation and make a determination as to whether the conviction precludes the applicant's prospective employment because it is job related and consistent with business necessity.

#### Department Notification

The Lucas County Prosecutor's Office will notify Sylvania Fire-EMS if the applicant is acceptable or not acceptable for employment based on their assessment.

**EXHIBIT E**



DEPARTMENT HEADQUARTERS • FIRE STATION #4  
8210 W. SYLVANIA AVE. • SYLVANIA, OHIO 43560-9646  
PHONE 419-882-7676 • FAX 419-885-1733  
WWW.SYLVANIATOWNSHIP.COM

**SYLVANIA FIRE - EMS**

**WORKING SMOKE ALARMS SAVE LIVES!**

**PRE-EMPLOYMENT AGREEMENT FOR FULL-TIME FIREFIGHTER/PARAMEDIC**

Whereas: This agreement between (Name) and Sylvania Township is made in anticipation of employment with Sylvania Fire-EMS as a Full-Time Firefighter/Paramedic;

Whereas: Sylvania Fire-EMS has extended an offer of employment to (Name) ;

Now Therefore Be It Resolved: (Name) has accepted the offer of employment under the terms and conditions as stated below:

1. The Township will hire (Name) as a full-time firefighter/paramedic on or about xx/xx/xxxx at a starting rate of pay of \$xx.xx per hour.
2. (Name) attests that he/she is a non-tobacco user, which includes cigarettes, cigars, chewing or pipe tobacco or any other tobacco product regardless of the frequency or method of use.
3. (Name) agrees that he/she will participate and successfully complete any psychological or physical testing required for employment with Sylvania Fire-EMS, including drug, alcohol and nicotine testing.
4. (Name) will be required to successfully complete Recruit Training prior to being scheduled to work on a platoon schedule.
5. (Name) understands that if he/she does not possess State of Ohio Firefighter II certification at the time of hire, he/she will be required to obtain such certification within the first year of employment. Said NFPA based training will be paid for by Sylvania Fire-EMS and will be conducted on Township time.
6. (Name) acknowledges and agrees to make a two (2) year commitment to Sylvania Fire-EMS. In the event there is a voluntary resignation or termination of employment within the first year, a reimbursement of \$1,000.00 is required to cover a portion of post offer expenses.
7. (Name) acknowledges that the Township has the right to withhold the \$1,000.00 reimbursement referred to in "6." above from final paycheck(s), in the event it is not paid on or before the last date worked.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Ramm's Signature

\_\_\_\_\_  
Date

**PRACTICE FIRE SAFETY EVERY DAY!**